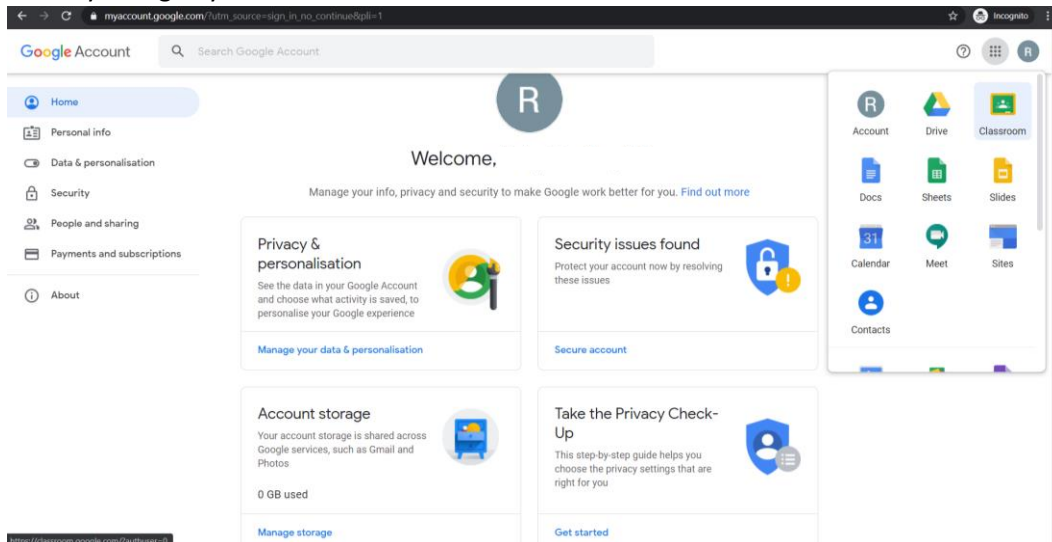


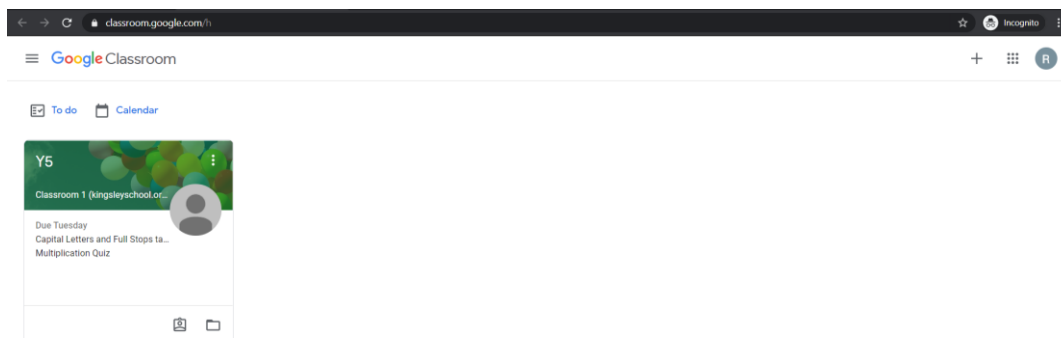
Google Classroom Help Sheet

Accessing Google Classrooms

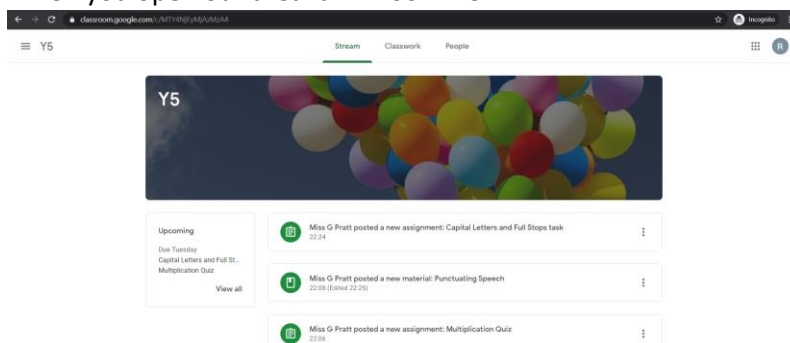
- Go to your web browser and type in <https://classroom.google.com>
- Type in your username and password from your slip (if this is the first time you have logged in your password will be **Kingsley** and you will need to change it straight away. Make sure it is something you won't forget. It might be a good idea to tell a trusted adult just in case). If your password is not working, please get in touch with school and we can reset your password for you.
- When you log in you will see this screen:



- Click on the 9 dots in the top corner and then **Classroom**. That will take you to our virtual area.

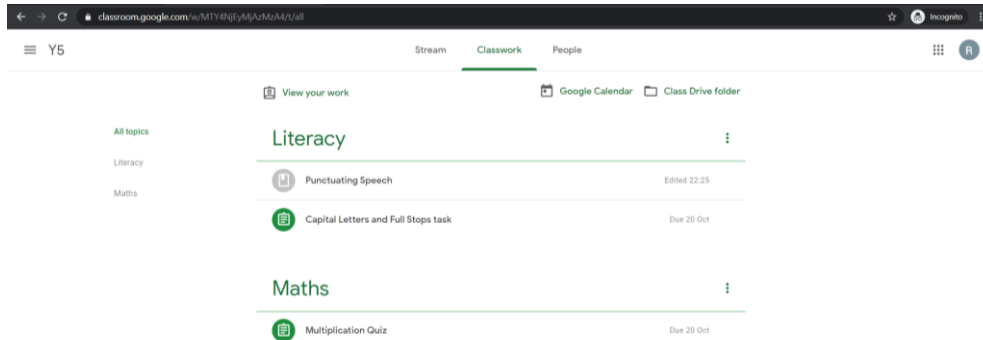


- This icon with your Year Group on is your class. You can see a brief outline of the work that has been set and when it is due inside the box.
- When you open our area it will look like:

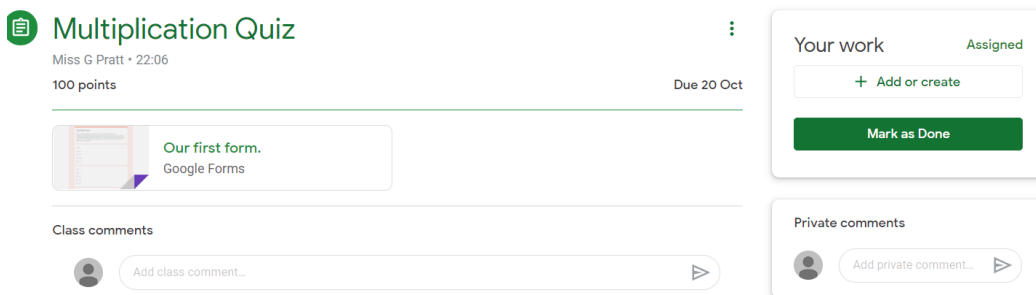


- All of the information in the middle of the page is the class **Stream**. Your teachers will post messages and work in the stream to let you know about things that are happening and things that you need to know about.
- The **Upcoming** area is a space that tells you about your deadlines. Work that needs finishing.

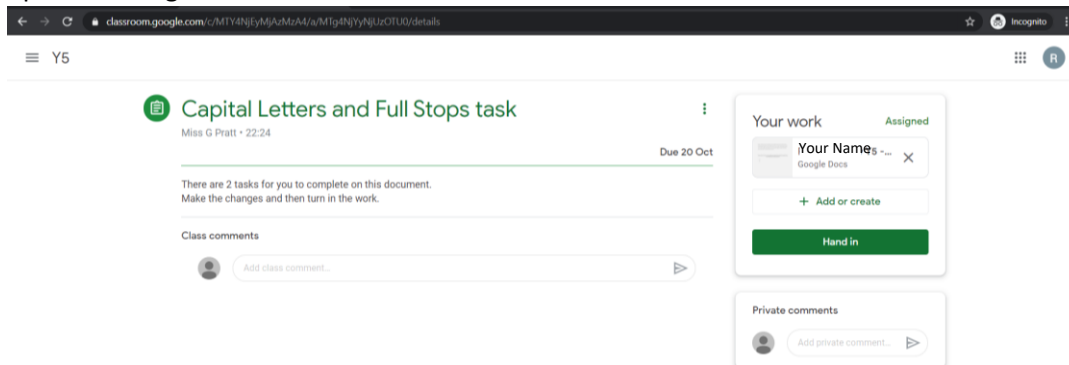
- To complete your work you need to click on **Classwork** at the top of your page.



- To complete your tasks, click on the title of the document and follow the instructions within.
- If it is a Quiz (if it has circles and multiple choice) then simply complete the form and click **Submit** at the bottom of the page.
- If you have any problems with any of your tasks and need to send your teacher a message, use the **private comment** area on the assignment page.



- If you complete your task in your Home Book, then select **Mark as Done** once it is done.
- Once you have completed your assignment, click on the 3 lines in the top left hand corner and click your class this will take you back to your home page so you can continue with your next task.
- Some documents will need you to change them before you hand them in. These will look like this when you open the assignment:



- In the top right hand corner will be a document with your name on. That is because this is your copy that your teacher has created just for you to work on and complete.
- Click on your document to open it and follow the instructions your teacher has put in there for you.
- When you are finished, click **Turn in** in the top right hand corner of the edit screen.
- It will ask you again if you want to hand it in. Click **Hand in** and then it is sent to your teacher.
- If you start a task but don't have time to finish it, you can always save it and **Turn in** later on just like you would with a normal word document. To go back to saved work simply go back to your classroom page and click **Classwork** at the top and then select **View your work**.